



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

10 March 2003

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MEMORANDUM FOR EARTHLINK INTERNET ACCOUNT

FROM: IT

SUBJECT: Earthlink Internet Connection

CAP NHQ is working a contract with Earthlink to provide local internet service to a large segment of our field units. Our initial area-of-service check indicates your unit is likely to be within Earthlink local service range. All active CAP units that do not receive internet connectivity from another federal/state/local government source, such as an Air Force Base, are eligible for this paid internet connection. For those units not serviced by Earthlink, NHQ will work with those units in obtaining and paying for an alternate internet service.

**Earthlink sign-up instructions:**

- 1) If Earthlink has local service in your area, you should be receiving a start-up kit from Earthlink via mail. Please provide that kit to whom ever in your unit will be monitoring/using this account, and has the know-how to activate it.
- 2) Earthlink has 24/7 phone support that can help you establish this account.
- 3) Please read the additional internet connection guidelines below.
- 4) Account names have been requested based on a system that makes it easy to remember both your unit and any other CAP unit account name. (Region name + wing name + unit number; i.e., seral123 for an Alabama squadron, or serser001 for the SER region HQs. If for some reason Earthlink has already assigned that name to someone, "cap" or "afaux" may be added to the above name.)
- 5) The monthly bill will be paid by NHQ. We will terminate an account if the unit is deactivated.
- 6) If you have any problems that Earthlink can not help you with, please contact me (pcapicik@cap.gov or 334-953-4353).

Internet service is considered essential to Civil Air Patrol's movement toward online mission and business related workflow processes. Much information and several process transactions are currently available online in the e-services section of the NHQ web site. More services will be added on a continuing basis. The Air Force supports these CAP

initiatives and the funding to pay for this internet service from federally appropriated sources. The approved service includes one unlimited local 56K modem internet connection, mailbox service for up to 8 mailbox names, and 24/7 telephone help support through Earthlink. **It does not include the cost of a phone service.**

- **For those units that have a meeting place, a computer, and phone service, this internet connection should be setup to make it available to as many unit members as possible.**
- For those units that do not have a permanent meeting place, a computer, and/or unit phone service, the unit commander should make every effort to make arrangements for placing this service on a computer that can be used by as many members as possible, or on a unit member's computer that can access the CAP online applications for as much unit/mission business as possible.
- The least desirable case would be assigning use of this internet connection to a unit member that will permit little or no access by any other members.

The main purpose of this service is to enhance CAP communication capabilities, speed the transfer of information, and move toward automated online processes. **Please limit use of the account to one concurrent connection** (i.e., do not use the account if using two different computers during the same time frame.) We will be charged extra for that; a situation we have not budgeted for. Your support in this effort is important and appreciated.

Again, if it is determined that Earthlink does not provide local service, we will work a solution to those situations on a case-by-case basis. If you have any questions concerning the pending ISP account, please contact me through one of the contact methods indicated above. Thanks!



Paul Capicik  
Chief Information Officer